



BEAUFORT COUNTY COUNCIL

Presentation Policy for Televised Meetings

Individuals participating in televised County meetings with electronic presentation materials must provide a copy of the presentation file to the Clerk to Council's Office by noon at least four business days in advance of the scheduled meeting.

The purpose of this deadline is to help ensure that all meeting materials needing display are placed into the software used to display materials during the broadcast. Presenters missing the deadline should bring sufficient copies for the board/committee members and their staff liaisons, for viewing/record keeping.

Staff liaisons should help to facilitate this information to guest presenters.

Please direct questions to:

**Clerk to Council Office at 843-255-2183
Broadcast Services Department at 843-255-2036**

Thank you for your cooperation.